Netscape Mail (4.7x for Mac OS)

1. From the Edit menu, select "Message Filters..."

2. Click the "New" button.

3. Name the filter as appropriate.

4. From the pull-down menu that says "subject," select the customize option.

5. On the new window that appears, click on "New."

6. In the custom filter box, type "X-Junkmail" and click on "OK."

7. Click on "OK" to close the custom filter window.

8. The pull-down menu that reads "subject" should now contain an option called "X-Junkmail." Select that option.

9. In the dialog box next to "contains," type "UCE."

10. Choose the appropriate action (for instance, if you would like to move the messages to a different folder, then select the appropriate folder from the pull-down menu reading "Inbox").
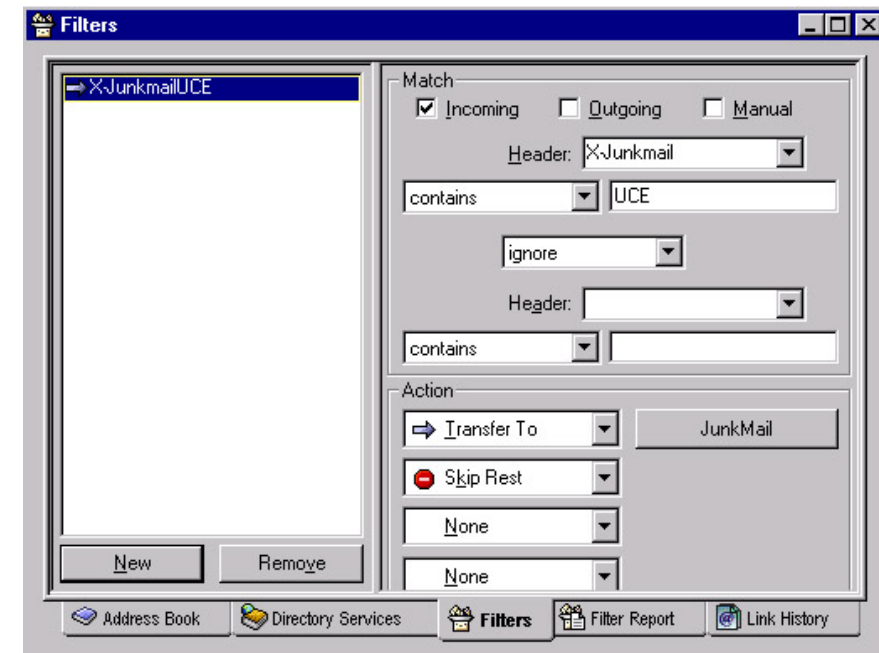

11. Close the filters menu.

For questions about Eudora 5.2.1 not included in this guide, please call x4-2000.
For questions regarding email applications other than Eudora, contact your local system administrator

End User SPAM Filter Instructions

Eudora
MS Outlook
Netscape Mail

Eudora (5.2.1 for PC)

1. Launch Eudora 5.2.1. If you do not have Eudora 5.2.1 please download it from http://arclib.arc.nasa.gov.

2. Under the "Tools" menu, select "Filters."

3. This will open up the Filter Menu. Click on "New" at the bottom left of the screen. You should now have an untitled filter in your filter list.

4. Enter the following details in the new filter:
   a. In the "Header" field, type "X-Junkmail."
   b. Type "UCE" in the empty space next to "contains."
   c. Under "Action" select the option "Transfer to." A button marked "In" will appear next to the "Transfer to" option. Click on it, select the "New" Option and create a new box called "JunkMail."
   d. For the second action, select the option "Skip Rest."

5. Close the filters menu. The option to save filters will appear. Select "Yes."

Eudora (5.2.1 for Mac OS)

1. Launch Eudora 5.2.1. If you do not have Eudora 5.2.1, please download it from http://arclib.arc.nasa.gov

2. Under the "Window" menu, select "Filters."

3. Click on "New" at the bottom left of the screen. You should now have an untitled filter in your filter list.

4. Enter the following details in the new filter:

   a. In the "Header" field, type "X-Junkmail."
   b. Type "UCE" in the empty space next to "contains."
   c. Under "Action" select the option "Transfer to." In the "Transfer to" menu, select the "New" Option and create a new box called "JunkMail."
   d. For the second action, select the option "Skip Rest."
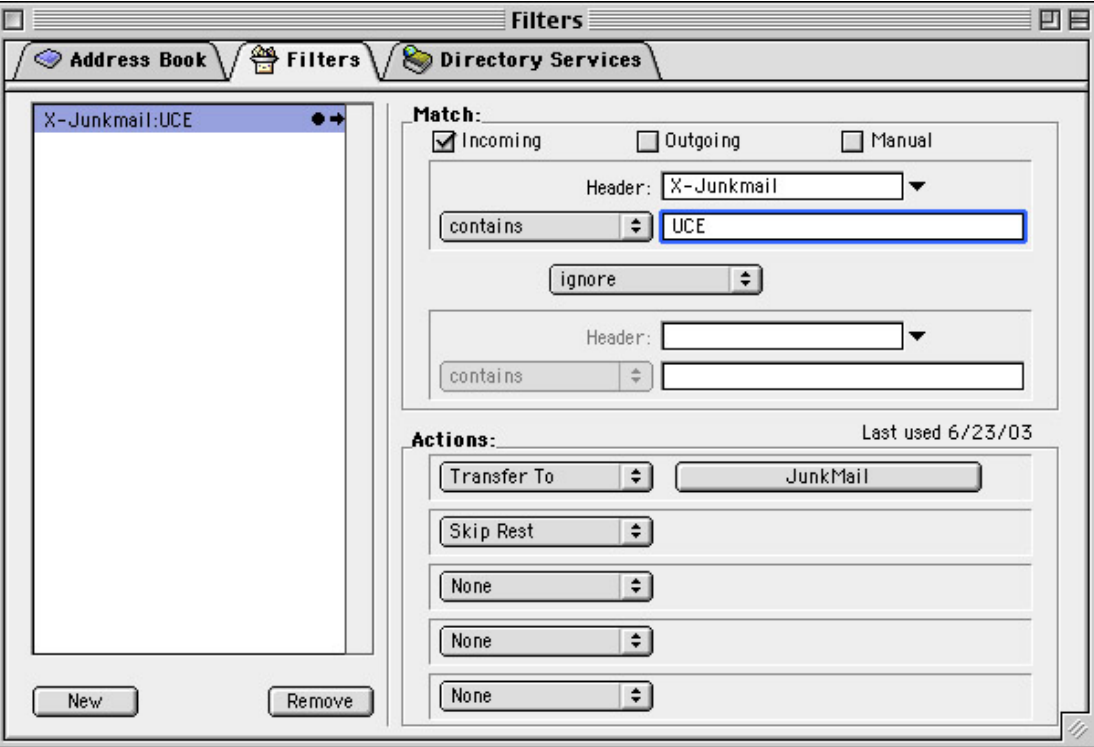
5. Close the filters menu. The option to save filters will appear. Select "Save."

Microsoft Outlook 2000 (PC Only)

1. From the Tools menu, select "Rules Wizard." If you do not see "Rules Wizard," place your cursor over the two arrows at the bottom of the list to display more choices.
2. Click the "New" button.
3. Select "Check messages when they arrive."
4. Click the "Next" button.
5. Check the box next to:
   "**with specific words in the message header**."
6. In the box below, click "**specific words**."
7. Type "X-Junkmail: UCE" in the text field. (Note: There must be a space after the colon in "X-Junkmail: UCE")
8. Click the "OK" button.
9. Click the "Next" button.
10. Choose the action you would like to occur. (For instance, if you would like to move the messages to a different folder, then select "move to the **specified** folder," then click the specified folder link, choose the appropriate folder and click the "OK" button.)
11. Click the "Next" button.
12. Add any exceptions (generally not necessary).
13. Click the "Next" button.
14. Name the rule as appropriate.
15. Click the "Finish" button.
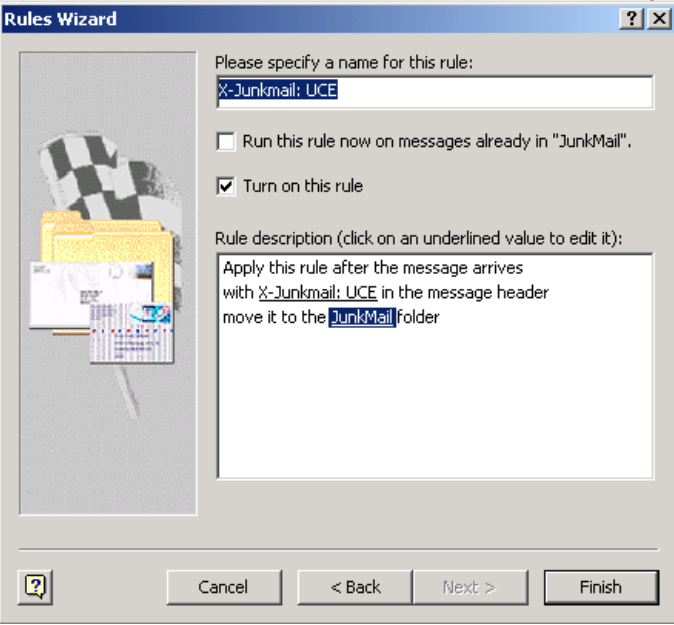
Netscape Mail (4.7x for PC)

1. From the Edit menu, select "Message Filters..."
2. Click the "New" button.
3. Name the filter as appropriate.
4. Click the "Advanced" button.
5. Type "X-Junkmail" in the text field, then click the "Add" button.
6. Click the "OK" button.
7. In the pull-down menu reading "Subject" select "X-Junkmail."
8. In the field next to "contains", type: "UCE"
9. Choose the appropriate action. (For instance, if you would like to move the messages to a different folder, then select the appropriate folder from the pull-down menu reading "Inbox".)
10. Click the "OK" button to close the "Filter Rules" menu.
11. Click the "OK" button to close the "Message Filters" menu.